




<p>Send this completed form with payment to (all checks payable to King County Finance): Katy Cressey, King County GIS Center 201 South Jackson Street, MS: KSC-IT-0706 Seattle, WA 98104-3855 Phone (206) 477-4400 E-mail: gistraining@kingcounty.gov</p>	<p>For questions about class content, location, or schedule, contact: Cheryl Wilder, KCGIS Training Coordinator Phone (206) 477-4421 E-mail: cheryl.wilder@kingcounty.gov Or see: www.kingcounty.gov/gis/training</p>	  
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Step 1: Indicate the GIS class(es) and date(s) that you are registering for.

	Class Title (For full class titles and descriptions see www.kingcounty.gov/operations/gis/Training/Catalog)	GI Bill Approved?	Class Date(s) (from the Training Calendar)	2015 Prices (per student)	
				General	King County Staff
ArcGIS Classes	<input type="checkbox"/> Fundamentals of ArcGIS	Pending		<input type="checkbox"/> \$ 975.00	<input type="checkbox"/> \$ 715.00
	<input type="checkbox"/> Intermediate GIS Concepts	Pending		<input type="checkbox"/> \$1,280.00	<input type="checkbox"/> \$ 895.00
	<input type="checkbox"/> Advanced GIS Operations	Pending		<input type="checkbox"/> \$ 975.00	<input type="checkbox"/> \$ 715.00
	<input type="checkbox"/> Data Management in the Geodatabase	Pending		<input type="checkbox"/> \$ 975.00	<input type="checkbox"/> \$ 715.00
	<input type="checkbox"/> Fundamentals of ArcGIS and Intermediate GIS Concepts	Pending		<input type="checkbox"/> \$2,195.00	<input type="checkbox"/> \$1,545.00
	<input type="checkbox"/> Intermediate GIS Concepts and Advanced GIS Operations	Pending		<input type="checkbox"/> \$2,195.00	<input type="checkbox"/> \$1,545.00
	<input type="checkbox"/> All three classes: Fundamentals, Intermediate, and Advanced	Pending		<input type="checkbox"/> \$2,895.00	<input type="checkbox"/> \$2,130.00
	Putting ArcGIS Online to Work in King County				
	<input type="checkbox"/> Half-day Workshop (morning only)			<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$ 250.00
	<input type="checkbox"/> Full-day Workshop			<input type="checkbox"/> \$ 425.00	<input type="checkbox"/> \$ 395.00
King County GIS Academy™	<input type="checkbox"/> ArcGIS Online for Educators			<input type="checkbox"/> \$ 425.00	
	<input type="checkbox"/> ArcGIS for Educators (Putting GIS Data to Work for Educators)			<input type="checkbox"/> \$ 425.00	
	<input type="checkbox"/> Document Your Data: Mastering Metadata			<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$ 250.00
	<input type="checkbox"/> Managing Tabular Data Using SQL and GIS Tools			<input type="checkbox"/> \$ 425.00	<input type="checkbox"/> \$ 395.00
	<input type="checkbox"/> Topics in Advanced GIS Editing			<input type="checkbox"/> \$ 425.00	<input type="checkbox"/> \$ 395.00
	<input type="checkbox"/> Efficient Geoprocessing Using Modelbuilder			<input type="checkbox"/> \$ 425.00	<input type="checkbox"/> \$ 395.00
	<input type="checkbox"/> Effective Analysis: A Tour of GIS Tools			<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$ 250.00
	<input type="checkbox"/> Entire weeklong GIS Academy (see Catalog for details)	Yes		<input type="checkbox"/> \$1,595.00	<input type="checkbox"/> \$1,395.00

Step 2: Indicate the total cost for the class(es) you are registering for here ⇨

(King County employee status is subject to verification.)

Step 3: Indicate the GIS student's name and contact information (e-mail address required for notification).

Student Name(s)	E-mail Address	Phone	Fax

Step 4: Provide payment information.

- ☐ **King County employee** agency **POETA** cost codes: _____
- ☐ **King County employee** using GIS Training Credits? Amount: _____ GIS Training Credit use authorized by: _____
- ☐ **All other students:** a check for the total cost, payable to **King County Finance**, must be included with this registration form.

Billing/payment contact information

Contact Name:	
Organization/Agency:	
Address:	City, State, Zip:
Phone:	E-mail Address:

King County employees, provide signed APPROVAL here to authorize immediate charge to the POETA cost code indicated above:

Supervisor's name printed: _____ Supervisor's phone/e-mail: _____

Supervisor's signature: _____ Date: _____

Charge information and supervisor approval must be completed to guarantee registration acceptance.

Veterans GI Bill Benefits: Selected programs of study at the King County GIS Center are approved by the Workforce Training and Education Coordinating Board's State Approving Agency for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

- ☐ Check here if you will apply for Veterans GI Bill education benefits and submit your USVA Enrollment Certification form along with your payment.

Important Notes

- **Students** verify that they **have read** the course description and understand the content and software version of the class they attend.
- **Payment** must be received 2 weeks before the scheduled class start date.
- **Registered students who cancel** with less than one week notice, or who fail to attend even though registered, will be billed for the entire class cost.
- The **student is responsible** to attend the course, or to arrange for a replacement and notify the KCGIS Training Coordinator.
- **Registration and enrollment is subject to the Standard Training Terms and Conditions on page 2 of this form.**

KING COUNTY GIS CENTER

KCGIS CENTER PROVIDED TRAINING SERVICES

STANDARD TRAINING TERMS AND CONDITIONS

TRAINING SERVICES TO BE PROVIDED: The contents of each King County GIS Center training class are outlined in the class descriptions (see: <http://www.kingcounty.gov/operations/GIS/Training/Catalog.aspx>). However, KCGIS Center reserves the right to adjust the syllabus of any class at its sole discretion and without notice.

WARRANTY: King County GIS Center has resources and staff with the necessary knowledge, skills, and abilities to provide the training services offered. Notwithstanding, all training services are provided "as-is," without a guarantee or warranty of any kind, either expressed or implied. KCGIS Center is not responsible for the performance of any student after attending a class.

LIMITATION OF LIABILITY: King County GIS Center shall not be liable for any indirect, special, or consequential damages which may arise from its performance under this agreement.

CLIENT RESPONSIBILITY: The customer is responsible to ensure that:

- Students meet the prerequisites and recommendations as outlined in the training class description.
- Students attend each training session at the set schedule and participate in training activities as directed by the instructor.
- Students will make themselves aware of and adhere to the KCGIS Center Training Facility policies related to health, safety, security, and emergencies.
- Students will not copy, in whole or in part, any copyrighted class material acquired during the class.
- The client may substitute a suitably qualified alternate for any student enrolled at any time up to commencement of the class, upon written notification to KCGIS staff.
- Client cancellations will be assessed a \$75 class cancellation fee to cover administrative processing costs. Cancellations must be received in writing by KCGIS Center staff no less than one week before the start of the class. Registered students who cancel with less than one week notice, or who fail to attend the class even though registered, will be billed for the full cost of the class.

KCGIS Center reserves the right to terminate the training class for any attendee it feels is not fit to attend.

REGISTRATION AND PAYMENT: The price for each King County GIS Center training class is published on the KCGIS Center website (see: <http://www.kingcounty.gov/operations/GIS/Training/Prices.aspx>). KCGIS Center reserves the right to change the published training price at the beginning of each calendar year, or upon advance notice if costs change significantly at other times.

To register, a Training Registration form must be sent to the KCGIS Center as directed on the form.

Payment for King County employees is made by interfund transfer. Payment must be received no less than two weeks before the scheduled start date of class. Non-King County Government agencies must provide a check for the full amount of the training cost made out to the King County Finance Department. Payment by check must be received no less than two weeks prior to the scheduled class start date.

All students will receive a confirmation e-mail one week before each class.

CANCELATIONS: If the number of registered students is not adequate to justify the cost of presenting a class prior to the scheduled start date, the class will be canceled and rescheduled at a later date. All registered students will be notified immediately of any cancellations. If a class is canceled by KCGIS Center, registered students will be given the option to register in a future class or to receive a full tuition refund.

If, where notice has not been given but KCGIS Center is not able to start or continue a class as scheduled due to illness or unavoidable absence of the KCGIS Center instructor, or for any other reason beyond KCGIS Center's reasonable control, KCGIS Center will attempt to remedy the situation by either rescheduling the class or refunding tuition.

NOTE: King County GIS Center may include client names in future informational material, unless requested otherwise by client.